13.0   General Aviation Airport Voluntary Security Certification Program

The General Aviation Airport Voluntary Security Certification Program assists general aviation airport sponsors improve security and prevent unlawful activity at airports by providing sponsors with education, resources, and technical assistance to evaluate potential security threats, develop security plans to meet their specific needs, and improve upon existing security practices. The goal of the program is to insure that each airport achieves the appropriate level of security for its service role, physical characteristics, and operational characteristics without undue financial and administrative burdens being placed on sponsors. This program is restricted to sponsors of general aviation airports.

The General Aviation Airport Voluntary Security Certification Program is a voluntary program. To encourage participation, the program does not require any unfunded mandates and offers an easy to complete process for certification as a "Secure Virginia Airport". Sponsors of certified airports are eligible to receive funds for security improvements through the Voluntary Security Program. These sponsors also receive project bonus points within the Airport Capital Program project priority system.

The Virginia Aviation Board has assigned the Virginia Department of Aviation the responsibility of approving security audits and security plans.

13.1   Certification Process

In order for a general aviation airport to be certified as a "Secure Virginia Airport", an initial security audit must be conducted by an outside agency, and a security plan must be prepared. The security audit and plan need to be approved by DOAV. To maintain the secure airport status, a sponsor must have an independent agency conduct a security audit every three years and must continue conducting semi-annual self-audits. Sponsors will update their security plan based on the findings of the audits. An airport can lose its certification as a "Secure Virginia Airport" if the independent audits and self-audits are not conducted and documented accordingly. When an airport loses this certification, the airport sponsor is no longer eligible to apply for new security improvement projects under the Voluntary Security Program, and additional points cannot be received within the Airport Capital Program project priority system. An airport sponsor must satisfactorily complete the delinquent audits to regain its certification.

13.1.1   Security Audits
Airport sponsors should contact local law enforcement agencies, the Virginia State Police, or security specialists experienced with airport security to conduct an airport security audit. At a minimum, the audits should address the entire boundary of the airport and issues found within the boundary. Issues associated with property

47 beyond the airport boundaries may also be included in the audit. Airport security
48 deficiencies must be identified in the audit. Recommendations to mitigate these
49 deficiencies may be included in the audit. The independent audit should be
50 performed every three years. A template for these security audits is available from
51 DOAV.
52
53 DOAV may attend security audits. In addition, the department will review audit
54 results and provide comments to sponsors. DOAV reserves the right to review and
55 approve the qualifications of outside organizations conducting security audits.
56

57 13.1.2   Security Plans

58 An airport security plan will be the basis for determining the justification of requested
59 security improvement projects. The airport security plan must address procedures
60 for operations and activities at the airport. In addition to providing these procedures,
61 the plan should also include recommended improvements to mitigate security
62 deficiencies identified in the security audit. The development of the security plan
63 should take into account considerations such as physical constraints. The plan
64 should include a formal checklist for self-inspections and cost benefit evaluations
65 where applicable. Elements that are recommended to be included in an airport's
66 security plan can be found in the airport security template appropriate for the airport's
67 service role, available in either paper or electronic format from DOAV. Security plans
68 are not limited to the elements included in the templates. Other elements should be
69 considered to address circumstances relevant to each individual airport.
70
71 DOAV recommends that a sponsor establish a process to periodically review and
72 update the plan. Plans must be updated to address changes at an airport such as
73 land acquisition and the construction of a new terminal building or hangar. To assist
74 with reviewing and updating security plans, sponsors may consider establishing an
75 airport security committee or formalizing coordination with local and state law
76 enforcement agencies.
77
78 Along with providing sponsors with templates for the development of airport security
79 plans, DOAV will provide technical assistance during the planning process. DOAV
80 reserves the right to review and approve the qualification of organizations preparing
81 airport security plans.
82
83 DOAV will review and approve an airport security plan for certification. DOAV
84 recognizes that resolving every deficiency may be physically impossible or cost
85 prohibitive, and, when reviewing security plans, it will take into consideration:
86
87 • the size and complexity of an airport
88 • an airport's geographic location and topography
89 • airport sponsorship
90 • local financial support
91 • *VATSP* service role
92

93
94
95

Table 8
Examples of Security Improvements

Improvements	Eligibility Details
terminal area fencing	Terminal area fencing prevents individuals from having easy access to the flight line and other airport facilities such as hangars, fuel farms, and navigational aid equipment. This fencing is limited to the terminal area as shown on an approved airport layout plan and needs to be depicted on an airport's airport layout plan. If economical, terminal area fencing should be connected to existing perimeter fencing.
perimeter fencing	Perimeter fencing controls access to airport property. Sponsors wanting to use such fencing need to prepare a fencing plan and depict the fencing on their approved airport layout plans.
magnetic card controlled gates	Magnetic card controlled gates contain access to aprons and other airport facilities. To be eligible for state funding, a system must provide a means to regulate the distribution and collection of cards.
surveillance systems	External and internal surveillance systems monitor, record, and assist with control access to aprons and other airport facilities. The systems must provide a means to function in real time.
security signage	Security signage identifies restricted and limited access areas and helps control movement on the airport. Signs should be legible and illuminated when necessary. The number of signs and the content should correspond to the size and complexity of the airport. Security signs include: • parking signs • directional signs • informational signs • warning signs
security lighting	Security lighting provides additional outside lighting in highly traveled and vulnerable areas of an airport. A lighting plan must be prepared, depicting the location and type of lighting requested.
security barriers	Security barriers can be installed or berms can be constructed to protect: • fueling facilities • hazardous materials storage areas • electrical vaults • navaid equipment • airport access points on airport property

96   ### 13.1.3   Semi-Annual Self-Audits
97   Security self-audits should be conducted every six months by the airport sponsor,
98   using the formal checklist developed as part of the airport's security plan. Sponsors
99   must certify that the security self-audits are completed in accordance with their airport
100 security plan. Documentation and results of the security self-audits must to be sent
101 to DOAV to receive credit for completion.
102
103
104 ## 13.2   Security Improvements
105
106 A variety of physical improvements can be made to increase the overall security of a
107 general aviation airport. Examples of security improvements are provided in Table 8.
108 Airport sponsors will need to identify the most appropriate improvements for their
109 airports based on the characteristics of the airport.
110
111
112 ## 13.3   Project Priority System Points
113
114 Besides receiving the direct benefits resulting from security improvements, sponsors
115 of certified airports receive bonus points in the activity profile category within the
116 Airport Capital Program project priority system, to be applied to any eligible project
117 request:
118
119 - ten points for meeting the minimum elements
120 - five additional points for implementing at least five of the identified optional
121   recommended security measures after the minimum elements have been met
122
123 To receive ten points for the airport's activity profile within the project priority system,
124 an airport sponsor must satisfy three minimum elements to a degree that is based on
125 the airport's service role, location, and physical constraints. The minimum elements
126 are:
127
128 - security plan developed and updated by the sponsor or an outside agency and
129   approved by DOAV
130 - security audits conducted every three years by an outside agency
131 - security self-audits conducted semi-annually by the sponsor using an
132   approved checklist
133
134 Some sponsors may elect to go beyond these minimum elements or may need
135 additional elements due to local jurisdiction requirements or recommendations.
136 Optional recommended security measures address these considerations and include:
137
138 - clearing perimeter fence line of obstructions
139 - installing perimeter fencing
140 - issuing identification cards to employees, tenants, and contractors

141   • installing external and internal surveillance systems, including cameras and
142   movement detectors
143   • conducting background checks on employees, tenants, and FBO employees
144   • conducting annual security awareness training for employees, tenants, and
145   FBO employees
146   • requiring employees to wear uniforms and badges
147   • issuing identification tags to control vehicle movement and parking on an
148   airport's air side
149
150   Sponsors should contact DOAV regarding the eligibility of other security measures.
151
152   If at least five of the optional measures are implemented, five additional points will be
153   added to the airport's activity profile category within the Airport Capital Program
154   project priority system.
155
156   It is the sponsor's responsibility to keep DOAV aware of completed security
157   improvements in order for the sponsor to receive the maximum bonus points